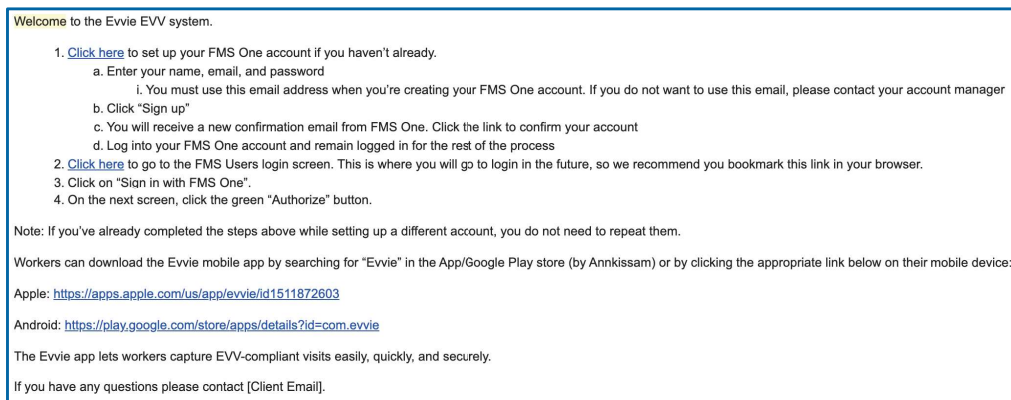


## Getting Started with Evvie Portal & Evvie

### Create an FMS One account and sign-in to Evvie Portal

1. The Fiscal Intermediary (FI) will create an account for each user of Evvie Portal & Evvie. **Participants, Workers, and Representatives** all use the Evvie Portal. Only the **Workers** will have access to use the Evvie mobile app.
2. Every user will get an email telling them that their account has been set up, and how to activate their account. This “Welcome to Evvie” email has important instructions all users need to follow to set up their accounts. The email you get will look something like this:

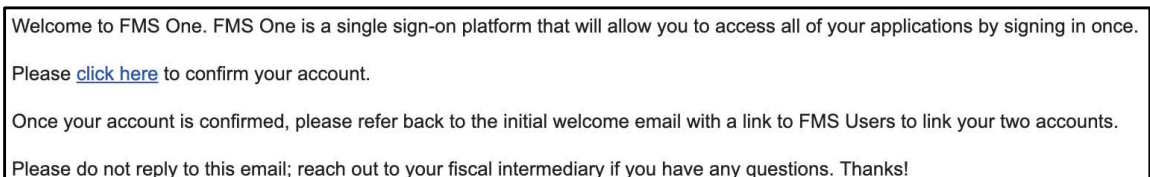


3. Step 1 in the welcome email asks you to sign up for an FMS One account. You need to click the “Click here” link in Step 1 of the email. Then, enter your name, email address, and create a password.



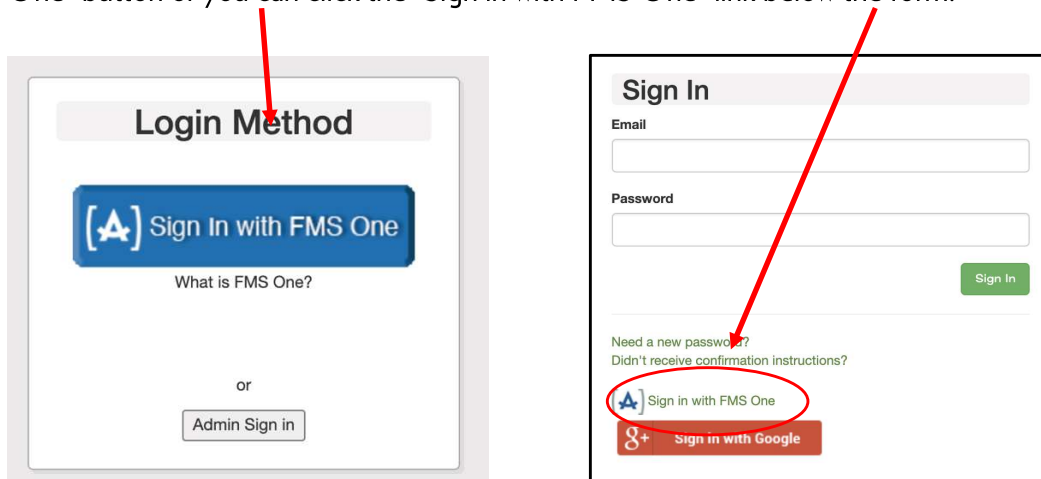
When putting in your email, you need to use the same email address that the welcome email was sent to. If you use a different email address, Evvie won't be able to link your account to your profile. If you need to change the email address used, contact your FI for assistance before you sign-up.

4. You will get a final confirmation email from FMS One, which will come from the address “tech\_admin@annkissam.com”. The email looks like this:

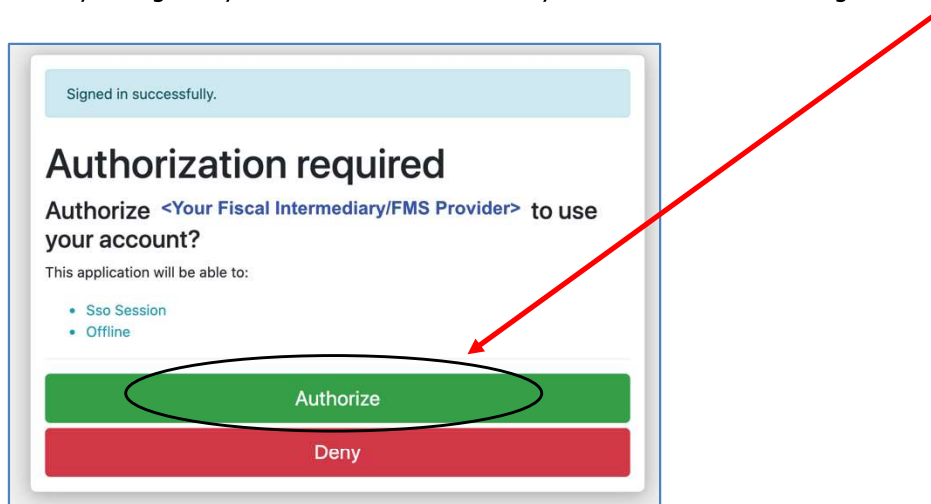


5. You need to click the “[click here](#)” link in that email to confirm your account. Accounts need to be confirmed within 24-hours of creating the account.

6. After you confirm the account, login to FMS One with the email and password you just set up. Keep that window logged in while you finish this sign-up process.
7. Step 2 of the Welcome email tells you to “[click here](#)” to go to the FMS Users screen. Click that “click here” link in the email. You’ll be brought to a page where you will need to sign in again. Bookmark this page as you will need to go to it every time you want to login to Evvie Portal. It will look like one of the two screens shown below. You can click on the blue “Sign in using FMS One” button or you can click the “Sign in with FMS One” link below the form.



8. After you sign in, you will have to authorize your account. Click the green authorize button.



9. Your FMS One account is now linked. Anywhere you see the “Sign in with FMS One” option, you can click that button to sign-in and access all of your sites
10. **Participants, Workers, and Representatives** are now signed up to use Evvie Portal. **Workers** need to continue through the next section of this guide to download and sign-in to the Evvie mobile app.